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USEFUL INFORMATION
CONCERNING
BOOK IMPOSITIONS



**PRESENTED BY
THE PUBLISHER**

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1920



**"Why the Present High Cost
in Bookbinding."**

Published by

J. F. TAPLEY COMPANY

May, 1920.

*Copies may be obtained, gratis, by
writing the publishers.*

Useful Information

CONCERNING

BOOK IMPOSITIONS

*Including all the modern and many
special layouts hitherto not
generally known*

SECOND EDITION

REVISED AND
ENLARGED



COMPILED AND PUBLISHED BY
J. F. TAPLEY CO.
Book Manufacturers
NEW YORK

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J. F. TAPLEY COMPANY

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INTRODUCTION

To the Second Edition

The first edition of this little book on Impositions, issued in 1914, was exhausted in less than six months. Since that time we have reprinted from time to time the most generally used layouts that printers and publishers might be kept supplied.

It was our intention to have ready for the press before this, a complete volume on book-making which would treat in detail the technical and trade names of the various operations in binding and include an entirely new and up-to-date section on Impositions. The Great War, coupled with the difficulties of securing materials, expert employees and in general the hardship of operating a large book manufacturing business under post-war conditions has delayed this volume which will be issued in 1921.

Consequently, the urgent demand for a more complete collection of all the modern layouts has caused us to issue, in similar form to the first edition, this revised form of "Book Impositions."

It is hoped that it will meet the requirements of the trade in general and prove as useful a text book as the original edition.

J. F. TAPLEY COMPANY.

November, 1920.

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GENERAL INFORMATION

To select the imposition best suited to a publication invariably rests with the binder, dependent, of course, upon the imposing equipment of the printer.

Obviously it is desirable to use at all times an imposition which shall permit the folding of as many signatures from the full sheet at one operation as the size and weight of paper will permit.

To begin with we must first ascertain the size of the full sheet to be printed, knowing this, determine the number of pages to be put into each signature; four, eight, twelve,* sixteen, twenty,* twenty-four,* thirty-two, or sixty-four.

It is clearly understood that weight of paper governs the number of pages in a signature. Bible papers work best in units of 32 pages, may also be worked in double thirty-two's inserted; light weight coateds, supers, machine finishes and antiques may also be attempted in 32's, provided perforating devices are available on the folders. Medium and heavy weight coateds, supers, machine finishes and antiques must be limited to eight or sixteen-page signatures. Books consisting of but sixteen, thirty-two or sixty-four pages, may, if heavy papers are used, or added appearance of bulk is desired, be imposed as eight-page signatures.

*Indicates unusual signatures.

The following tables may be taken as a guide for all ordinary work. As nearly every contract has some peculiarity, either of paper, pagination, margins or layout, it is always wise to have a proof of first form approved by the binder while making ready on the original run.

Starting with the proper imposition, careful attention should be paid to the placing of round or slit points, guide edges, indicators and cutting of sheets on press if such is to be done.

The grain of all papers should run parallel to the backbone of the book. All papers should be squared before printing if guide edges are to be used in folding.

Drop roll, double or single point sheets should have round point holes perforated through the sheet—two sets between heads on double point and drop roll sheets, and one set on single point sheets, placed 15 inches apart, centered between heads.

Quadruple sheets should have two sets of automatic point slits, clearly and sharply perforated, not less than 6 inches nor more than 8 inches away from edge of sheet.

It is the custom for printers to deliver all sheets uniformly jogged up to binders ready for hand or automatic feeding. Sheets not jogged up, broken or transposed guide edges, omitted or mixed point holes, point holes or slits not punched through, necessitate extra labor not estimated upon and carry an extra charge to the printer or publisher.

Use care and the results will be uniformly satisfactory.

The following impositions are intended as a guide to printers when printing all of the modern layouts and represent the various methods of folding ordinarily used; special folds, peculiar arrangements incident to loose leaf and other bindings can only be determined by analysis of such propositions. Consult the Binder.

IMPOSITION TABLE OF SIZES

Machine	Folds and Delivers	Smallest Sheet	Largest Sheet	Folded Signatures		Impositions on Pages
				Smallest	Largest	
One Fold Rapid.....	One Four.....	6 x 8	10 x 14	4 x 6	7 x 10	11-12
One Fold Chopper.....	One Four.....	7 x 8	25 x 26	3½ x 8	13 x 25	11-12
Two Fold Jobber.....	One Eight.....	14 x 19	36 x 48	7 x 9½	18 x 24	13-14
Three Fold Jobber.....	One Sixteen.....	14 x 19	36 x 48	4¾ x 7	12 x 18	15-16
Four Fold Jobber.....	One Twenty-four.....	14 x 14½	36 x 36	4¾ x 7	9 x 12	17-18
Four Fold Jobber.....	One Thirty-two.....	14 x 19	36 x 48	3½ x 4¾	9 x 12	19-20
Two up Jobber.....	2-16's, one above other...	14 x 19	36 x 48	4¾ x 7 *4¾ x 14	9 x 12 *9 x 24	21-22
Two up Jobber.....	2-32's, one above other...	14 x 19	36 x 48	2¾ x 3½ *2¾ x 7	6 x 9 *6 x 18	23-24
Four up Jobber.....	4-32's, one above other...	20 x 30	36 x 48	2¾ x 3¾ *5 x 15	4¾ x 6 *9 x 24	25-26
Single Point.....	Single 16.....	12½ x 14	24 x 36	3½ x 6¾	9 x 12	27-28
Double Point.....	Two single 16's.....	14 x 25	31 x 44	3½ x 6¾	7¾ x 11	29-30
Double Point Insert.....	Two Inserted 16's.....	14 x 25	31 x 44	3½ x 6¾	7¾ x 11	31-32
Drop Roll Double 16.....	Two Single 16's.....	20 x 28	40 x 56	4¾ x 6¾	10 x 14	33-34
Drop Roll Double 16 Inserted.....	Two Inserted 16's.....	20 x 28	40 x 56	4¾ x 6¾	10 x 14	35-36

*Two sizes given indicate the size of the single also the two or more up folded section.

IMPOSITION TABLE OF SIZES (Continued)

Machine	Folds and Delivers	Smallest Sheet	Largest Sheet	Folded Signatures		Impositions on Sheet Pages
				Smallest	Largest	
Drop Roll Double 32 Dexter and Chambers.....	Two Single 32's.....	20 x 28	40 x 56	3¼ x 4¾	7 x 10	37-38
Drop Roll Double 32 Inserted, Chambers..	Two 32's Inserted as one 64	20 x 28	40 x 54	3¼ x 4¾	6¾ x 10	39-40
Drop Roll Double 32 Inserted, Dexter.	Two 32's Inserted as one 64	20 x 30	40 x 56	3¼ x 5	7 x 10	41-42
Two Up Double 32 Drop Roll Dexter.	Two pair of 32's, One Above Other	20 x 30	40 x 56	2½ x 3½ **5 x 7*	3½ x 5 **7 x 10*	43-44
Two Up Double 64 Drop Roll Dexter.	Two pair of 64's, One Above Other	32 x 43	40 x 56	2½ x 4 **5 x 8*	3½ x 5 **7 x 10*	45-46
Quadruple Small.....	Four 16's.....	28 x 36	36 x 52	4½ x 7	6½ x 9	47-48
Quadruple Large.....	Four 16's.....	30 x 38	38 x 54	4¾ x 7½	6¾ x 9½	47-48
Quadruple Small Oblong.....	Two 16's.....	28 x 36	36 x 52	9 x 7 Oblong	13 x 9 Oblong	49-50
Quadruple Large Oblong.....	Two 16's.....	30 x 38	38 x 54	9½ x 7½ Oblong	13½ x 9½ Oblong	49-50
Quadruple Small, 4 on Two Up.....	Four Pair of 16's, Two up	28 x 36	36 x 52	3½ x 4¾ *7, x 9	4½ x 6½ *9 x 13	51-52
Quadruple Large, 4 on Two Up.....	Four Pair of 16's, Two Up	30 x 38	38 x 54	3¾ x 4¾ *7½ x 9½	4¾ x 6¾ *9½ x 13½	51-52
Quadruple Inserting { Dexter Chambers	Four 16's, Inserted as Two 32's.....	25 x 33 20 x 30	40 x 56 40 x 54	4¾ x 6¾ 3¾ x 5	7 x 10 6¾ x 10	53-54

*Two sizes given indicate the size of the single also the two or more up folded section.

**Folded on single-fold machine afterwards to give 2½ x 7 minimum to 3½ x 10 maximum.

IMPOSITION TABLE OF SIZES

Machine	Folds and Delivers	Smallest Sheet	Largest Sheet	Folded Signatures		Impositions on Pages
				Smallest	Largest	
One Fold Rapid.....	One Four.....	6 x 8	10 x 14	4 x 6	7 x 10	11-12
One Fold Chopper.....	One Four.....	7 x 8	25 x 26	3½ x 8	13 x 25	11-12
Two Fold Jobber.....	One Eight.....	14 x 19	36 x 48	7 x 9½	18 x 24	13-14
Three Fold Jobber.....	One Sixteen.....	14 x 19	36 x 48	4¾ x 7	12 x 18	15-16
Four Fold Jobber.....	One Twenty-four.....	14 x 14½	36 x 36	4¾ x 7	9 x 12	17-18
Four Fold Jobber.....	One Thirty-two.....	14 x 19	36 x 48	3¼ x 4¾	9 x 12	19-20
Two up Jobber.....	2-16's, one above other...	14 x 19	36 x 48	4¾ x 7 *4¾ x 14	9 x 12 *9 x 24	21-22
Two up Jobber.....	2-32's, one above other...	14 x 19	36 x 48	2¾ x 3½ *2¾ x 7	6 x 9 *6 x 18	23-24
Four up Jobber.....	4-32's, one above other...	20 x 30	36 x 48	2½ x 3¾ *5 x 15	4¾ x 6 *9 x 24	25-26
Single Point.....	Single 16.....	12½ x 14	24 x 36	3½ x 6¾	9 x 12	27-28
Double Point.....	Two single 16's.....	14 x 25	31 x 44	3¼ x 6¾	7¾ x 11	29-30
Double Point Insert.....	Two Inserted 16's.....	14 x 25	31 x 44	3½ x 6¾	7¾ x 11	31-32
Drop Roll Double 16.....	Two Single 16's.....	20 x 28	40 x 56	4¾ x 6¾	10 x 14	33-34
Drop Roll Double 16 Inserted.....	Two Inserted 16's.....	20 x 28	40 x 56	4¾ x 6¾	10 x 14	35-36

*Two sizes given indicate the size of the single also the two or more up folded section.

IMPOSITION TABLE OF SIZES (Continued)

Machine	Folds and Delivers	Smallest Sheet	Largest Sheet	Folded Signatures		Impositions on Pages
				Smallest	Largest	
Drop Roll Double 32 Dexter and Chambers.....	Two Single 32's.....	20 x 28	40 x 56	$3\frac{1}{4} \times 4\frac{3}{4}$	7 x 10	37-38
Drop Roll Double 32 Inserted, Chambers..	Two 32's Inserted as one 64	20 x 28	40 x 54	$3\frac{1}{4} \times 4\frac{3}{4}$	$6\frac{3}{4} \times 10$	39-40
Drop Roll Double 32 Inserted, Dexter.	Two 32's Inserted as one 64	20 x 30	40 x 56	$3\frac{3}{4} \times 5$	7 x 10	41-42
Two Up Double 32 Drop Roll Dexter.	Two pair of 32's, One Above Other	20 x 30	40 x 56	$2\frac{1}{2} \times 3\frac{3}{4}$ **5 x 7*	$3\frac{3}{4} \times 5$ **7 x 10*	43-44
Two Up Double 64 Drop Roll Dexter.	Two pair of 64's, One Above Other	32 x 43	40 x 56	$2\frac{1}{2} \times 4$ **5 x 8*	$3\frac{3}{4} \times 5$ **7 x 10*	45-46
Quadruple Small.....	Four 16's.....	28 x 36	36 x 52	$4\frac{1}{2} \times 7$	$6\frac{1}{2} \times 9$	47-48
Quadruple Large.....	Four 16's.....	30 x 38	38 x 54	$4\frac{3}{4} \times 7\frac{1}{2}$	$6\frac{3}{4} \times 9\frac{1}{2}$	47-48
Quadruple Small Oblong.....	Two 16's.....	28 x 36	36 x 52	9×7 Oblong	13 x 9 Oblong	49-50
Quadruple Large Oblong.....	Two 16's.....	30 x 38	38 x 54	$9\frac{1}{2} \times 7\frac{1}{2}$ Oblong	$13\frac{1}{2} \times 9\frac{1}{2}$ Oblong	49-50
Quadruple Small, 4 on Two Up.....	Four Pair of 16's, Two up	28 x 36	36 x 52	$3\frac{1}{2} \times 4\frac{3}{4}$ *7, x 9	$4\frac{1}{2} \times 6\frac{1}{2}$ *9 x 13	51-52
Quadruple Large, 4 on Two Up.....	Four Pair of 16's, Two Up	30 x 38	38 x 54	$3\frac{3}{4} \times 4\frac{3}{4}$ *7 $\frac{1}{2}$ x 9 $\frac{1}{2}$	$4\frac{3}{4} \times 6\frac{3}{4}$ *9 $\frac{1}{2}$ x 13 $\frac{1}{2}$	51-52
Quadruple Inserting { Dexter Chambers	Four 16's, Inserted as Two 32's.....	25 x 33 20 x 30	40 x 56 40 x 54	$4\frac{1}{2} \times 6\frac{1}{4}$ $3\frac{3}{4} \times 5$	7 x 10 $6\frac{3}{4} \times 10$	53-54

*Two sizes given indicate the size of the single also the two or more up folded section.

**Folded on single-fold machine afterwards to give $2\frac{1}{2} \times 7$ minimum to $3\frac{1}{2} \times 10$ maximum.

IMPOSITION SCALE OF WEIGHTS

Based on Papers 25x38 Basis to Show Proper Imposition

Weight on 25x38 Basis	Should be Worked in Signatures of	Folded Sheet		Full Flat Sheet		Signatures to Sheet	Imposition	Imposition on Pages
		Smallest	Largest	Smallest	Largest			
20 lb. India Bible.....	32 pages.	Single Double	$3\frac{1}{2} \times 4\frac{3}{4}$ $3\frac{3}{4} \times 4\frac{3}{4}$	9x12 7x10	14x19 20x28	One Two	Jobber 4 fold. Double 32 drop roll.	19-20
20 lb. India Bible.....	Can be done in 64 pages		$3\frac{1}{4} \times 4\frac{3}{4}$ $3\frac{3}{4} \times 5$	$6\frac{3}{4} \times 10$ 7x10	20x28 20x30	Two Inserted 32's	Chambers { Drop roll double 32 Dexter insert	39-40 41-42
30 lb. M. F. Ctd, Ant.etc.	32 pages.	Single Double*	$3\frac{1}{2} \times 4\frac{3}{4}$ $3\frac{3}{4} \times 4\frac{3}{4}$	9x12 7x10	14x19 20x28	One Two	Jobber 4 fold. Drop roll D 32.	19-20 37-38
40 lb.....	32 pages.	Single Double*	$3\frac{1}{2} \times 4\frac{3}{4}$ $3\frac{3}{4} \times 4\frac{3}{4}$	9x12 7x10	14x19 20x28	One Two	Jobber 4 fold. Drop roll D 32.	19-20 37-38
50 lb.....	32 pages.	Single Double*	$3\frac{1}{2} \times 4\frac{3}{4}$ $3\frac{3}{4} \times 4\frac{3}{4}$	9x12 7x10	14x19 20x28	One Two	Jobber 4 fold. Drop roll D 32.	19-20 37-38
60 lb.....	16 pages.	Single Double* Quadruple	$4\frac{1}{2} \times 19$ $4\frac{3}{4} \times 6\frac{1}{2}$ $4\frac{1}{2} \times 7$	12x18 10x14 $6\frac{3}{4} \times 9\frac{1}{4}$	14x19 20x28 28x36	One Two Four	Jobber 3 fold. Drop roll D 16. Quadruple.	15-16 33-34 47-48
70 lb.....	16 pages.	Single Double* Quadruple	$4\frac{3}{4} \times 19$ $4\frac{3}{4} \times 6\frac{1}{2}$ $4\frac{1}{2} \times 7$	12x18 10x14 $6\frac{3}{4} \times 9\frac{1}{4}$	14x19 20x28 28x36	One Two Four	Jobber 3 fold. Drop roll D 16. Quadruple.	15-16 33-34 47-48
80 lb.....	16 pages.	Single Double Quadruple	$4\frac{3}{4} \times 19$ $4\frac{3}{4} \times 6\frac{1}{2}$ $4\frac{1}{2} \times 7$	12x18 10x14 $6\frac{3}{4} \times 9\frac{1}{4}$	14x19 20x28 28x36	One Two Four	Jobber 3 fold. Drop Roll D 16. Quadruple.	15-16 33-34 47-48
90 to 130 lb..	16 pages.	Single Double	$4\frac{3}{4} \times 7$ $4\frac{3}{4} \times 6\frac{1}{2}$	12x18 10x14	14x19 20x28	One Two	Jobber 3 fold. Drop Roll D 16.	15-16 33-34
140 lb. and over.....	8 pages.. 16 pages..		$7\frac{1}{2} \times 9\frac{1}{2}$ $4\frac{3}{4} \times 7$	18x24 12x18	14x19 14x19	One One	{Jobber 2 fold or (hand).....	13-14 15-16

(See pages 6-7 for special rules governing oblong-quadruple, two and four up sixteen, thirty-two, sixty-four page signatures.)

*All of these weights may be worked in quadruple sixteens inserted to give two thirty-two page sections. See range of sizes on pages 8-9 and Impositions on pages 53-54.

FOUR PAGES HAND FOLD

(Also Single Fold Machine)

SINGLE FOLD

OUTSIDE FORM

The diagram illustrates a four-page hand fold layout. It consists of a large outer rectangle containing two smaller, horizontally-oriented rectangles stacked vertically. The top rectangle is labeled 'SINGLE FOLD' and the bottom rectangle is labeled 'OUTSIDE FORM'. Below the bottom rectangle, the text 'BINDER'S GUIDE' is printed. The entire layout is enclosed within a thick black border.

FOUR PAGES HAND FOLD

(Also Single Fold Machine)

SINGLE FOLD

INSIDE FORM

The diagram illustrates a four-page hand fold binder's guide. It consists of a large outer rectangle containing two smaller, vertically stacked rectangular frames. The top frame has a small '9' in its top-left corner. The bottom frame has a small '9' in its bottom-left corner. Below the bottom frame, the text 'BINDER'S GUIDE' is centered.

EIGHT PAGES HAND FOLD

(Also Jobber Machine)

TWO FOLD

OUTSIDE FORM

BINDER'S GUIDE

1	8
4	6

BINDER'S GRIPPER

EIGHT PAGES HAND FOLD

(Also Jobber Machine)

TWO FOLD

INSIDE FORM

L

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S

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BINDER'S GUIDE

BINDER'S GRIPPER

SIXTEEN PAGE

Jobber or Single Point Machine

ONE SIGNATURE

THREE FOLDS

OUTSIDE FORM

4	15
13	12
16	9
1	8

OLD STYLE POINTS
16 INCHES

BINDER'S GUIDE

BINDER'S GRIPPER

SIXTEEN PAGE

Jobber or Single Point Machine

ONE SIGNATURE

THREE FOLDS

INSIDE FORM

BINDER'S GUIDE	<div>9</div>	<div>13</div>
	<div>11</div>	<div>14</div>
	<div>10</div>	<div>15</div>
	<div>7</div>	<div>6</div>
BINDER'S GRIPPER		

OLD STYLE POINTS
15 INCHES

TWENTY-FOUR PAGE

Special Jobber.

One Signature.

Four Folds

Outside Form

SPECIAL NOTE—As the first fold is a short fold, the length of the sheet as folded must be one-quarter inch away from the folder knife at third fold. Variation of paper must be considered in determining this first fold length.

BINDER'S GRIPPER			
8	16	18	21
-----THIRD FOLD-----			
BINDER'S GUIDE	8	17	24
			1
-----FIRST FOLD-----			
5	20	21	4

TWENTY-FOUR PAGE

Special Jobber.

One Signature.

Four Folds

Inside Form

BINDER'S GRIPPER			
<div>11</div>	<div>14</div>	<div>15</div>	<div>10</div>
-----THIRD FOLD-----			
<div>2</div>	<div>23</div>	<div>18</div>	<div>7</div>
-----FIRST FOLD-----			
<div>3</div>	<div>22</div>	<div>19</div>	<div>6</div>

BINDER'S GUIDE

THIRTY-TWO PAGE

Special Jobber

One Signature

FOUR FOLDS

OUTSIDE FORM

18	20	21	12
4	29	28	5
1	32	25	8
16	17	24	9

BINDER'S GUIDE

BINDER'S GRIPPER

THIRTY-TWO PAGE

Special Jobber

One Signature

FOUR FOLDS

INSIDE FORM

BINDER'S GUIDE	<div>11</div>	<div>22</div>	<div>19</div>	<div>14</div>
	<div>6</div>	<div>27</div>	<div>30</div>	<div>3</div>
	<div>7</div>	<div>26</div>	<div>31</div>	<div>2</div>
	<div>10</div>	<div>23</div>	<div>18</div>	<div>15</div>
BINDER'S GRIPPER				

SIXTEEN PAGE

Special Two-up Jobber

Delivering two sixteens folded two-up, one above the other,
perforated for separating

Three Folds

Outside Form

BINDER'S GUIDE	<div>18</div>	<div>4</div>	<div>9</div>	<div>12</div>
	FOLDER PERFORATES			
	<div>18</div>	<div>4</div>	<div>9</div>	<div>12</div>
	<div>16</div>	<div>1</div>	<div>8</div>	<div>9</div>
	FOLDER PERFORATES			
	<div>16</div>	<div>1</div>	<div>8</div>	<div>9</div>
BINDER'S GRIPPER				

SIXTEEN PAGE

Special Two-up Jobber

Delivering two sixteens folded two-up, one above the other,
perforated for separating

Three Folds

Inside Form

11	9	8	14
FOLDER PERFORATES			
11	9	8	14
10	7	2	15
FOLDER PERFORATES			
10	7	2	15
BINDER'S GRIPPER			

BINDER'S GUIDE

THIRTY-TWO PAGE

Special Two-on Jobber

Delivering two signatures of thirty-two pages each, one above the other.

Four Folds

Outside Form

BINDER'S GUIDE	24	24	17	17
	9	9	16	16
	8	8	1	1
	25	25	32	32
	28	28	29	29
	5	5	4	4
	12	12	18	18
	21	21	20	20
BINDER'S GRIPPER				

THIRTY-TWO PAGE

Special Two-on Jobber

Delivering two signatures of thirty-two pages each, one above the other.

Four Folds

Inside Form

18	18	28	28
15	15	10	10
2	2	7	7
31	31	26	26
30	30	27	27
3	3	6	6
14	14	11	11
19	19	22	22

BINDER'S GRIPPER

BINDER'S GUIDE

THIRTY-TWO PAGE

Special Four-on Jobber

Delivering four signatures of thirty-two pages each, one above the other.

Four Folds

Outside Form

29	4	13	20	21	12	5	28
29	4	13	20	21	12	5	28
29	4	13	20	21	12	5	28
29	4	13	20	21	12	5	28
32	1	16	17	24	6	8	25
32	1	16	17	24	6	8	25
32	1	16	17	24	6	8	25
32	1	16	17	24	6	8	25

BINDER'S GRIPPER

BINDER'S GUIDE

THIRTY-TWO PAGE

Special Four-on Jobber

Delivering four signatures of thirty-two pages each, one above the other.

Four Folds

Inside Form

BINDER'S GUIDE	<div>27</div>	<div>6</div>	<div>11</div>	<div>22</div>	<div>19</div>	<div>14</div>	<div>3</div>	<div>30</div>
	<div>27</div>	<div>6</div>	<div>11</div>	<div>22</div>	<div>19</div>	<div>14</div>	<div>3</div>	<div>30</div>
	<div>27</div>	<div>6</div>	<div>11</div>	<div>22</div>	<div>19</div>	<div>14</div>	<div>3</div>	<div>30</div>
	<div>27</div>	<div>6</div>	<div>11</div>	<div>22</div>	<div>19</div>	<div>14</div>	<div>3</div>	<div>30</div>
	<div>26</div>	<div>7</div>	<div>10</div>	<div>23</div>	<div>18</div>	<div>15</div>	<div>2</div>	<div>31</div>
	<div>26</div>	<div>7</div>	<div>10</div>	<div>23</div>	<div>18</div>	<div>15</div>	<div>2</div>	<div>31</div>
	<div>26</div>	<div>7</div>	<div>10</div>	<div>23</div>	<div>18</div>	<div>15</div>	<div>2</div>	<div>31</div>
	<div>26</div>	<div>7</div>	<div>10</div>	<div>23</div>	<div>18</div>	<div>15</div>	<div>2</div>	<div>31</div>
BINDER'S GRIPPER								

SIXTEEN PAGE

Jobber or Single Point Machine

ONE SIGNATURE

THREE FOLDS

OUTSIDE FORM

<div>4</div>	<div>5</div>
<div>18</div>	<div>21</div>
<div>16</div>	<div>9</div>
<div>1</div>	<div>8</div>

•

OLD STYLE POINTS
18 INCHES

•

BINDER'S GRIPPER

BINDER'S GUIDE

SIXTEEN PAGE

Jobber or Single Point Machine

ONE SIGNATURE

THREE FOLDS

INSIDE FORM

6	9
11	14
10	13
7	8

BINDER'S GUIDE

OLD STYLE POINTS
15 INCHES

BINDER'S GRIPPER

THIRTY-TWO PAGE
Double Point or Drop-Roll Machine

TWO SIGNATURES 16 PAGES THREE FOLDS OUTSIDE FORM

The diagram illustrates the layout of a 32-page binder. It consists of 16 rectangular sections arranged in a 4x4 grid, numbered 1 through 32. The sections are organized as follows:

- Row 1 (top): Sections 1, 16, 13, 4
- Row 2: Sections 8, 6, 12, 9
- Row 3: Sections 17, 32, 29, 20
- Row 4 (bottom): Sections 24, 25, 28, 21

Labels and markings on the diagram include:

- OLD STYLE POINTS** (written vertically between the first and second rows of sections)
- 16" INCHES** (written vertically between the first and second rows of sections)
- CUT** (written horizontally between the second and third rows of sections)
- OLD STYLE POINTS** (written vertically between the third and fourth rows of sections)
- 15" INCHES** (written vertically between the third and fourth rows of sections)
- BINDER'S GRIPPER** (written horizontally below the bottom row of sections)
- BINDER'S GUIDE** (written vertically along the right side of the diagram)

THIRTY-TWO PAGE

Double Point or Drop-Roll Machine

TWO SIGNATURES 16 PAGES

THREE FOLDS

INSIDE FORM

BINDER'S GUIDE

3	14	15	2
• OLD STYLE POINTS 15" INCHES •			
9	11	10	7
CUT			
61	08	18	18
• OLD STYLE POINTS 15" INCHES •			
22	27	26	23
BINDER'S GRIPPER			

THIRTY-TWO PAGE

Double Point or Drop-Roll to Insert on Machine. Two Inserted 16 Page Signatures

THREE FOLDS

OUTSIDE FORM

1	32	28	4
<p>OLD STYLE POINTS 16 INCHES</p>			
8	25	28	5
<p>OLD STYLE POINTS 16 INCHES</p>			
9	24	21	12
<p>BINDER'S GRIPPER</p>			
16	17	20	13

BINDER'S GUIDE

THIRTY-TWO PAGE

Double Point or Drop-Roll to Insert on Machine. Two Inserted 16 Page Signatures

THREE FOLDS

INSIDE FORM

3	30	31	2
OLD STYLE POINTS 15 INCHES			
6	27	28	7
BINDER'S GUIDE			
11	22	23	10
OLD STYLE POINTS 15 INCHES			
14	19	18	15
BINDER'S GRIPPER			

THIRTY-TWO PAGE

Double Point or Drop-Roll Machine

TWO SIGNATURES 16 PAGES THREE FOLDS OUTSIDE FORM

1	16	18	4
• 15" INCHES •			
8	6	12	5
OLD STYLE POINTS			
CUT			
17	32	29	20
• 15" INCHES •			
24	25	28	21
OLD STYLE POINTS			
BINDER'S GRIPPER			

BINDER'S GUIDE

THIRTY-TWO PAGE

Double Point or Drop-Roll Machine

TWO SIGNATURES 16 PAGES

THREE FOLDS

INSIDE FORM

Diagram illustrating the layout of a 32-page binder, showing two rows of pages and a central cut line.

Top Row (Pages 1-16):

- Page 1 (Top Left)
- Page 2 (Top Right)
- Page 3 (Bottom Left)
- Page 4 (Bottom Right)
- Page 5 (Top Left)
- Page 6 (Top Right)
- Page 7 (Bottom Left)
- Page 8 (Bottom Right)
- Page 9 (Top Left)
- Page 10 (Top Right)
- Page 11 (Bottom Left)
- Page 12 (Bottom Right)
- Page 13 (Top Left)
- Page 14 (Top Right)
- Page 15 (Bottom Left)
- Page 16 (Bottom Right)

Bottom Row (Pages 17-32):

- Page 17 (Top Left)
- Page 18 (Top Right)
- Page 19 (Bottom Left)
- Page 20 (Bottom Right)
- Page 21 (Top Left)
- Page 22 (Top Right)
- Page 23 (Bottom Left)
- Page 24 (Bottom Right)
- Page 25 (Top Left)
- Page 26 (Top Right)
- Page 27 (Bottom Left)
- Page 28 (Bottom Right)
- Page 29 (Top Left)
- Page 30 (Top Right)
- Page 31 (Bottom Left)
- Page 32 (Bottom Right)

Labels and Dimensions:

- BINDER'S GUIDE** (Vertical label on the left side)
- CUT** (Horizontal dashed line across the center)
- OLD STYLE POINTS 15" INCHES** (Label above the cut line)
- OLD STYLE POINTS 15" INCHES** (Label below the cut line)
- BINDER'S GRIPPER** (Label at the bottom)

THIRTY-TWO PAGE

Double Point or Drop-Roll to Insert on Machine. Two Inserted 16 Page
Signatures

Three Folds

Outside Form

1	32	29	4
8	25	28	5
9	24	21	12
16	17	20	13

BINDER'S GUIDE

BINDER'S GRIPPER EITHER EDGE

THIRTY-TWO PAGE

Double Point or Drop-Roll to Insert on Machine. Two Inserted 16
Page Signatures

Three Folds

Inside Form

8	80	81	2
6	27	26	7
BINDER'S GUIDE			
11	22	28	10
14	19	18	15
BINDER'S GRIPPER EITHER EDGE			

SIXTY-FOUR PAGE

Double Thirty-two, Dexter or Chambers

Folding and delivering two separate 32-page signatures
Outside Form

16	1	4	18	BINDER'S GUIDE
17	28	29	20	
24	25	28	12	
9	8	5	12	
16	1	4	18	BINDER'S GRIPPER EITHER EDGE
17	28	29	20	
24	25	28	12	
9	8	5	12	

SIXTY-FOUR PAGE

Double Thirty-two, Dexter or Chambers

Folding and delivering two separate 32-page signatures
Inside Form

14	8	2	91
19	08	31	81
22	42	26	62
11	9	7	01
14	8	2	91
19	08	31	81
22	42	26	62
11	9	7	01

BINDERS GUIDE

BINDER'S GRIPPER EITHER EDGE

SIXTY-FOUR PAGE

Double Thirty-two, Chambers Machine

Folding and delivering a 64-page signature made up of two 32-page sections folded separately and inserted before Fourth or last fold is made

Outside Form

16	1	4	18
49	64	61	52
56	67	60	58
9	8	5	12
32	71	20	26
33	48	45	36
40	14	44	78
26	24	21	28

BINDER'S GUIDE

BINDER'S GRIPPER EITHER EDGE

SIXTY-FOUR PAGE

Double Thirty-two, Chambers Machine

Folding and delivering a 64-page signature made up of two 32-page sections folded separately and inserted before Fourth or last fold is made

Inside Form

14	3	2	15
51	62	63	50
54	59	58	55
11	9	7	10
30	19	18	13
35	46	47	34
38	43	42	36
27	22	23	26

BINDERS GUIDE

BINDER'S GRIPPER EITHER EDGE

SIXTY-FOUR PAGE

Double Thirty-two, Dexter Machine

Folding and delivering a 64-Page signature made up of two 32-page sections folded separately and inserted after fourth or last fold is made

Outside Form

32	71	20	62	BINDER'S GUIDE
83	48	45	96	
40	17	44	78	
25	24	21	82	
16	1	4	81	BINDER'S GRIPPER
49	64	61	52	
66	57	60	59	
9	8	5	21	

SIXTY-FOUR PAGE

Double Thirty-two, Dexter Machine

Folding and delivering a 64-Page signature made up of two 32-page sections folded separately and inserted after fourth or last fold is made

Inside Form

80	61	18	31
36	97	47	34
38	67	42	63
27	22	23	26
14	6	2	91
51	29	63	09
54	69	58	99
11	9	7	01

BINDER'S GRIPPER

BINDER'S GUIDE

THIRTY-TWO PAGE

Special Two-on Dexter

Delivering two signatures of thirty-two pages each, one above the other.

Four Folds

Outside Form

BINDER'S GRIPPER							
58	44	37	09	57	40	41	96
58	44	37	09	57	40	41	96
52	45	36	61	64	33	48	49
52	45	36	61	64	33	48	49
FOLDER CUTS							
21	12	5	28	25	8	9	24
21	12	5	28	25	8	9	24
20	13	4	29	32	1	16	17
20	13	4	29	32	1	16	17

BINDER'S GUIDE

THIRTY-TWO PAGE

Special Two-on Dexter

Delivering two signatures of thirty-two pages each, one above the other

Four Folds

Inside Form

BINDER'S GRIPPER							
99	27	68	89	69	88	87	79
99	27	68	89	69	88	87	79
50	47	34	63	62	35	46	51
50	47	34	63	62	35	46	51
FOLDER CUTS							
28	01	7	26	27	9	11	22
28	01	7	26	27	9	11	22
18	15	2	31	30	3	14	19
18	15	2	31	30	3	14	19

BINDER'S GUIDE

SIXTY-FOUR PAGE

Special Two-on Dexter

Delivering two signatures of sixty-four pages each, one above the other.

Five Folds

Outside Form

BINDER'S GRIPPER							
12	11	5	5	8	8	9	9
23	23	60	60	73	73	56	56
44	44	37	37	67	67	41	41
13	13	28	28	52	52	24	24
26	26	29	29	33	33	17	17
45	45	36	36	88	88	48	48
63	63	61	61	79	79	49	49
15	15	4	4	1	1	16	16
FOLDER CUTS							
76	76	69	69	72	72	73	73
117	117	124	124	121	121	120	120
108	108	101	101	104	104	105	105
95	95	92	92	89	89	88	88
84	84	83	83	96	96	81	81
109	109	100	100	97	97	112	112
116	116	125	125	123	123	113	113
77	77	89	89	65	65	80	80

BINDER'S GUIDE

SIXTY-FOUR PAGE

Special Two-on Dexter

Delivering two signatures of sixty-four pages each, one above the other

Five Folds

Inside Form

BINDER'S GRIPPER							
10	10	7	7	6	6	11	11
55	55	58	58	65	65	54	54
43	43	39	39	38	38	45	45
23	23	26	26	12	12	22	22
18	18	13	13	30	30	19	19
47	47	24	24	35	35	46	46
50	50	63	63	62	62	51	51
15	15	2	2	3	3	17	17
FOLDER CUTS							
74	74	12	12	70	70	75	75
119	119	122	122	123	123	118	118
106	106	101	101	102	102	107	107
87	87	96	96	91	91	88	88
82	82	95	95	94	94	83	83
111	111	98	98	99	99	110	110
114	114	117	117	126	126	115	115
79	79	99	99	67	67	72	72

BINDER'S GUIDE

SIXTY-FOUR PAGE QUADRUPLE

FOUR SIGNATURES

THREE FOLDS

OUTSIDE FORM

64	57	60	61
49	56	58	52
48	47	44	45
38	40	37	36
32	29	28	29
17	22	21	20
16	6	12	18
1	8	5	4

BINDER'S GRIPPER

BINDER'S GUIDE

$\frac{1}{2}$ LONG
 V
 $\frac{1}{2}$ LONG
 V
 $\frac{1}{2}$ LONG
 V
 $\frac{1}{2}$ LONG

SIXTY-FOUR PAGE QUADRUPLE

FOUR SIGNATURES

THREE FOLDS

INSIDE FORM

62	69	68	63
61	64	65	60
48	64	42	47
36	38	39	34
30	42	26	13
19	22	23	18
14	11	10	15
3	9	7	2

NOT MORE THAN 8" FROM EDGE $\frac{3}{4}$ " LONG

"A" REPRESENTS SLOTS FOR AUTOMATIC POINTING

$\frac{3}{4}$ " LONG NOT MORE THAN 8" FROM EDGE

BINDER'S GUIDE

BINDER'S GRIPPER

THIRTY-TWO PAGE

Quadruple Machine

Oblong Fold

Two Signatures 16 Pages

THREE FOLDS

OUTSIDE FORM

32	25	28	29
17	42	21	20
16	6	12	13
1	8	5	4

BINDER'S GUIDE

BINDER'S GRIPPER

THIRTY-TWO PAGE

Quadruple Machine

Oblong Fold

Two Signatures 16 Pages

THREE FOLDS

INSIDE FORM

30	27	26	15
19	22	23	18
14	11	10	15
8	9	7	2

BINDER'S GRIPPER

BINDER'S GUIDE

SPECIAL QUADRUPLE

128 Page Sheet

Made up of four units of two sets of 16-Page signatures each, one above the other

Three Folds

Outside Form

BINDER'S GRIPPER

4	13	12	5	8	9	16	1
---	----	----	---	---	---	----	---

4	13	12	5	8	9	16	1
---	----	----	---	---	---	----	---

FOLDER CUTS HERE

20	29	28	21	24	25	32	17
----	----	----	----	----	----	----	----

20	29	28	21	24	25	32	17
----	----	----	----	----	----	----	----

FOLDER CUTS HERE

36	45	44	37	40	41	48	33
----	----	----	----	----	----	----	----

36	45	44	37	40	41	48	33
----	----	----	----	----	----	----	----

FOLDER CUTS HERE

52	61	60	53	56	57	64	49
----	----	----	----	----	----	----	----

52	61	60	53	56	57	64	49
----	----	----	----	----	----	----	----

BINDER'S GUIDE

SPECIAL QUADRUPLE

128 Page Sheet

Made up of four units of two sets of 16-Page signatures each, one above the other

Three Folds

Inside Form

BINDER'S GRIPPER

2	15	10	7	6	11	14	3
---	----	----	---	---	----	----	---

2	15	10	7	6	11	14	3
---	----	----	---	---	----	----	---

FOLDER CUTS HERE

18	31	26	23	22	27	30	19
----	----	----	----	----	----	----	----

18	31	26	23	22	27	30	19
----	----	----	----	----	----	----	----

FOLDER CUTS HERE

34	47	42	39	38	43	46	35
----	----	----	----	----	----	----	----

34	47	42	39	38	43	46	35
----	----	----	----	----	----	----	----

FOLDER CUTS HERE

50	63	58	55	54	59	62	51
----	----	----	----	----	----	----	----

50	63	58	55	54	59	62	51
----	----	----	----	----	----	----	----

BINDER'S GUIDE

QUADRUPLE INSERT

64 Page Sheet

Four signatures of 16 pages each folded and inserted to give two 32-page sections

Three Folds and Insert

Outside Form

BINDER'S GRIPPER			
44	45	48	47
53	52	49	50
36	37	40	33
61	60	57	64
4	9	8	1
29	28	25	32
12	11	16	9
21	20	17	42

THIS SIDE DOWN WHEN LAID ON FOLDER

BINDER'S GUIDE

QUADRUPLE INSERT

64 Page Sheet

Four signatures of 16 pages each folded and inserted to give two 32-page sections

Three Folds and Insert

Inside Form

BINDER'S GRIPPER			
42	47	46	43
65	59	61	54
34	39	38	35
63	58	69	62
2	7	6	3
31	28	27	30
10	91	14	11
23	81	19	22

THIS SIDE UP WHEN LAID ON FOLDER

1ST FOLD

REPRESENTS SLITS FOR AUTOMATIC POINTING

BINDER'S GUIDE

1 1/4" LONG

1 1/4" LONG

1 1/4" LONG

TABLE OF QUANTITIES

of Paper Needed

With five per cent. allowance for waste, in forms of the number of pages on one side of the paper as noted on the top of the columns, based on 1,000 copies.

Pages	8 pp.	12 pp.	16 pp.	24 pp.	32 pp.	48 pp.	64 pp.
4	263	175	132	88	66	44	33
8	525	350	263	175	132	88	66
12	788	525	394	263	197	132	99
16	1050	700	525	350	263	175	32
20	1313	875	657	438	329	219	165
24	1575	1050	788	525	394	263	197
28	1838	1225	919	613	460	307	230
32	2100	1400	1050	700	525	350	263
36	2363	1575	1182	788	591	394	296
40	2625	1750	1313	875	657	438	329
44	2888	1925	1444	963	722	482	361
48	3150	2100	1575	1050	788	525	394
52	3413	2275	1707	1138	854	569	427
56	3675	2450	1838	1225	919	613	460
60	3938	2625	1969	1313	985	657	493
64	4200	2800	2100	1400	1050	700	525
68	4463	2975	2232	1488	1116	744	558
72	4725	3150	2363	1575	1182	788	591
76	4988	3325	2494	1663	1247	832	624
80	5250	3500	2625	1750	1313	875	657
84	5513	3675	2757	1838	1379	919	690
88	5775	3850	2888	1925	1444	963	722
92	6038	4025	3019	2013	1510	1007	755
96	6300	4200	3150	2100	1575	1050	788
100	6563	4375	3282	2188	1641	1094	821

By consulting the above table the amount of paper necessary for any given job may be readily and surely determined. If on a given size of paper twenty-four pages can be printed on one side of the sheet, the paper necessary for 1,000 copies of a 100-page book will be 2,188 sheets, and if the book should be 196 pages, you will add the 2,100 additional sheets, making the total 4,288 sheets.

Figuring in the usual way, a book of 196 pages has 4 full sheets and a fraction on one-twelfth 4,084 sheets and adding five per cent. brings the same result 4,288. The table saves the time of figuring and avoids possible mistakes.

COMPARATIVE WEIGHTS OF PAPERS

Equivalent Table

Showing Actual Weights of Standard Substances

Size	Weight—Per Ream							
	40	45	50	60	70	80	100	120
25 x 38	40	45	50	60	70	80	100	120
28 x 42	50	56	62	74	86	99	124	156
28 x 44	52	59	65	78	90	104	130	156
29 x 52	64		80	96	112	126	158	
30½ x 41	53		66	79	92	105	132	
32 x 44	60		74	89	104	119	148	
33 x 46	64	72	80	96	112	128	160	
38 x 50	80	90	100	120	140	160	200	240
41 x 61	106		132	158	184	210	262	
42 x 56	100	112	124	148	172	198	248	
44 x 64	120		148	178	208	238	296	

Table of 16 Page Folded Signature Sizes
 Obtained from Standard paper sizes (before trimming)
 (Allow 3/16" head, 3/16" front and 5/16" tail trim)

Sheet Size	Pages to One Side of Sheet						
	8	16	24	32	48	64	128
25 x 38	9½ x 12½	6¼ x 9¾	6¼ x 6½	4¾ x 6¼	4¼ x 4¾	3½ x 4¾	2¾ x 3½
28 x 36	9 x 14	7 x 9	6 x 7	4¾ x 7	4½ x 4½	3½ x 4½	2¾ x 3½
28 x 40	10 x 14	7 x 10	6½ x 7	5 x 7	4½ x 5	3½ x 5	2½ x 3½
30 x 40	10 x 15	7½ x 10	6½ x 7½	5 x 7½	5 x 5	3¾ x 5	2½ x 3¾
30¾ x 41	10¼ x 15¼	7¾ x 10¾	6⅝ x 7¾	5½ x 7¾	5⅝ x 5½	3⅜ x 5½	2⅞ x 3⅜
32 x 44	11 x 16	8 x 11	7½ x 8	5½ x 8	5⅞ x 5½	4 x 5½	2¾ x 4
33 x 46	11½ x 16½	8¼ x 11¾	7¾ x 8¼	5¾ x 8¼	5½ x 5½	4½ x 5¾	2¾ x 4½
35 x 46	11½ x 17½	8¾ x 11¾	7¾ x 8¾	5¾ x 8¾	5¾ x 5⅝	4½ x 5¾	2¾ x 4½
38 x 50	12¾ x 19	9¾ x 12¾	8½ x 9½	6¼ x 9½	6¼ x 6½	4¾ x 6¼	3½ x 4¾
40 x 56	14 x 20	10 x 14	9½ x 10	7 x 10	6¾ x 7	5 x 7	3½ x 5
41 x 61	15¼ x 20¾	10¼ x 15¼	10⅞ x 10¾	7⅝ x 10¾	6⅝ x 7⅝	5½ x 7⅝	3⅜ x 5½
42 x 62	15½ x 21	10½ x 15½	10⅝ x 10½	7¾ x 10½	7 x 7¾	5¾ x 7¾	3¾ x 5¾

STANDARD BOARD SIZES IN BOOKBINDING

The old basis which extended from 32mo to quarto was understood to be:—

	32mo	3-1/8 x 4-5/8
	18mo	3-7/8 x 6-1/8
	16mo	4-1/4 x 6-7/8
	12mo	4-3/4 x 7-5/8
Crown	8vo	5-1/2 x 8-3/4
Regular	8vo	6 x 9-3/4
Royal	8vo	6-7/8 x 10-5/8
Imperial	8vo	7-1/2 x 11-5/8
Quarto	4to	8-1/4 x 12-5/8

In commercial usage and for governing piece-work labor prices, in practise these sizes are divided into six classes, namely:—

	12mo and under	4-3/4 x 7-5/8
Crown	8vo	5-1/2 x 8-3/4
Regular	8vo	6 x 9-3/4
Royal	8vo	6-7/8 x 10-5/8
Imperial	8vo	7-1/2 x 11-5/8
Quarto	4to	9 x 12-5/8

The divisional line is considered to be midway between these sizes. Consequently, the actual board sizes as divided in the six classes, are,

12 mo and under	up to and inc. 5-1/8 x 8-1/8
Crown ... 8vo over 5-1/8 x 8-1/8	up to and inc. 5-3/4 x 9-1/4
Regular .8vo over 5-3/4 x 9-1/4	up to and inc. 6-3/8 x 10-1/8
Royal ... 8vo over 6-3/8 x 10-1/8	up to and inc. 7-1/8 x 11-1/8
Imperial .8vo over 7-1/8 x 11-1/8	up to and inc. 8-1/4 x 12-1/8
Quarto ..4to over 8-1/4 x 12-1/8	up to and inc. 9 x 12-5/8

It is well to have these sizes in mind when planning a book, as the divisional dimensions show the points where important changes in the manufacturing costs occur.

ANNOUNCEMENT

In January, 1921, we shall be located in our new home, Metropolitan Building, Court Square, Long Island City, where our entire binding equipment will be operated on one large floor of 65,000 square feet, with 40,000 additional feet on ground floor and basement for receiving, shipping and storage of bound books.

With this increase to double our present space, our facilities for serving our clients will be greatly improved. The latest ideas in mechanical equipment, lighting, handling and routing of work are being adopted.

It is our hope that we may have the continued opportunity of serving publishers, printers and individual houses desiring a book manufacturing service of superior quality, maximum speed in production and an intelligent care of all details incident to the proper handling of a high grade product.

A cordial invitation is extended to everyone to visit us in our new home.

J. F. TAPLEY COMPANY

*Additional copies of this booklet may be
had, gratis, by writing to the publishers.*

